Automated Communications Exchange System
ACES Release Notes
May 22, 2011

On Sunday, May 22, 2011, a new release of ACES was implemented containing changes to ACES Payroll File Transfer, User Account Maintenance, Annual Employer Statement, Health/Membership File Transfer, and Internet Forms. In preparation for system conversion to my|CalPERS on September 19, 2011, this release contains date driven messages that will be displayed to ACES users associated with transactions for each impacted function.

For more information about system conversion to my|CalPERS, please see Circular Letter 200-022-11 regarding System Conversion Impacts for Employers.

The following is a list of the changes that will be reflected in ACES:

ACES Payroll File Transfer

Payroll files for service periods through June 30, 2011 and submitted via ACES on or before July 31, 2011 will be picked up by CalPERS for processing. August 1-September 17, 2011 - Users will be able to key in or upload payroll contribution files to identify errors, but no files will be processed during this window.

Note: Payroll files submitted for July and August service periods will not be picked up by CalPERS for processing. These files should be submitted for processing to the my|CalPERS system on or after 9/19/2011.

- If the header record of the file being worked contains payroll data for **service period before 7/1/2011** and the current **system date is on or before 7/31/2011**, then ACES will allow the file to re-transmit through ACES to be processed by CalPERS once the file is error free.

- If the header record of the file contains payroll data for **service period before 7/1/2011** and the **current system date is after 7/31/2011**, ACES users will be allowed to correct errors within ACES, but the file will not be processed by CalPERS. The following message to alert ACES users will be displayed:

  Payroll files submitted after 7/31/2011 are validated for error correction purposes only and will not be processed by CalPERS. Please submit outstanding payroll files for processing to the my|CalPERS system on 9/19/2011.

- If the header record of the file contains a **service period on or after 7/1/2011**, ACES users will be allowed to correct errors within ACES, but the file will not be processed by CalPERS. The following message to alert ACES users will be displayed:

  Payroll files containing service period data on or after 7/1/2011 are validated for error correction purposes only and will not be processed by CalPERS. Please submit outstanding payroll files for processing to the my|CalPERS system on 9/19/2011.

Note: In order to accommodate Fiscal Year closing for payroll files with service periods through June 30, 2011, Internal CalPERS staff will be able to transmit payroll files for processing until **August 22, 2011** at **3:00 p.m**.

SPECIAL NOTE: On **September 18, 2011**, the ACES database will be considered an archive source for payroll files submitted prior to that date.

User Account Maintenance

As of **9/02/2011** at **6:00 p.m.**, ACES users will not be able to modify or create new accounts. The "Add User" button and all "Save" buttons within the Modify functionality will be disabled. A warning message on the top of each page will be displayed as follows:

This service is unavailable. Please refer to my|CalPERS for employers at www.calpers.ca.gov on September 19, 2011

Only Reset Password, Unlock Account, Enable Account, and Disable Account actions will remain active via the "Account Status" button through **September 17, 2011**.

ACES Annual Employer Statement

On **9/02/2011** at **6:00 p.m.**, the Annual Employer Statement "Request Report" button will be disabled. A warning message will be displayed on the Annual Employer Statement Report page as follows:

This service is unavailable. Please refer to my|CalPERS for employers at www.calpers.ca.gov on September 19, 2011

The **View Report** functionality will be accessible through **September 17, 2011**.

Health/Membership File Transfer

On **9/02/2011** at **6:00 p.m.**, the "Transmit File to CalPERS" button within the Health/Membership File Transfer function will be disabled. A warning message will be displayed on the Transmit File page as follows:

This service is unavailable. Please refer to my|CalPERS for employers at www.calpers.ca.gov on September 19, 2011

Internet Forms

On **9/02/2011** at **6:00 p.m.**, the "Submit Batch" button within the View/Manage Batch function will be disabled.

On **9/02/2011** at **6:00 p.m.**, the "Get Data" button will be disabled for the following ACES functions within Internet Forms:

- New Enrollment
- Participant Change
- Appointment Change
- New Health Enrollment
- New COBRA Enrollment
- Health
    - Change Health Plan
    - Change Coverage
    - Cancel Coverage
    - Change Medical Group
    - Change Premium Payment
- Dependent
    - Add Dependent
    - Change Demographics
    - Delete Dependent

A warning message on each page will be displayed as follows:

This service is unavailable. Please refer to my|CalPERS for employers at www.calpers.ca.gov on September 19, 2011

If you have any questions regarding these Release Notes, please call the CalPERS Employer Contact Center at **888 CalPERS** (or **888**-225-7377).